



ENGLISH KARATE FEDERATION BOARD MEETING

Venue: Forest Gate Police Station

Address: Romford Road E7 8BS

Sunday 24 July 2011 @ 11.00 am

Present: President - Carl Lindley, Vice President - Andrew Genery, Company Secretary - John De Bono, Treasurer - John Moreton, Directors - Ticky Donovan OBE, WKF Rep - Michael Dinsdale		
Apologies sent: Steve Coupland, Mark Symonds, Chris Thompson, Kevin Barrett		
Minutes taken by John De Bono		<i>Actions</i>
	<p>Minutes were read and agreed by the Board from the meeting on Sunday 26 June, signed off by the President.</p> <p>Actions from meeting 26.06.2011.</p> <p>Letter of complaint regarding Paul Conroy to refer to agenda item 12.</p> <p>TD: Why was it brought up at the last meeting by CL: "Is it appropriate that the National Kata Coach works under the NC"? It was agreed prior that Jon Mottram was kept separate from Willie. National Kata & Kumite Coaches to be now independent and kept separate with different line managers. The managers will be TD for Jon M for Kata and AG for Willie T for Kumite. Line managers to notify coaches of the new change.</p> <p>Proposed by MD seconded by AG. Kata Coach to only receive the current rate of £50 for expenses.</p> <p>JDB to feedback to the Board about sponsorship agenda item 5.</p> <p>KB item 6 on the agenda.</p> <p>CL has spoken to Debbie Sell, who is updating her job description, for the next meeting.</p>	



<p>3</p>	<p>MS has still not circulated risk assessment template to the board. Agenda item 16.</p> <p>Junior Athlete:</p> <p>JDB felt that there were a few inaccuracies in the investigation report. TD felt that the board should have backed WO & JDB on their decision to ban the athlete for a year. CL: explained the report to the Board and that it was misleading. CL felt that he was partly to blame for asking for the report in the first place.</p> <p><i>CL identified that there were three main issues:</i></p> <ol style="list-style-type: none"> 1. Athlete family: CL to notify the family and explain that the ban is until 14 August 2011. 2. The report: The Board felt that they were justified not to accept the latest version of the report, in the view of the inaccuracies identified. The report needs to be re-submitted as version 3, as there has been another version which CL has already rejected. CL to email MS with instructions to contact those that he had previously spoken to, to amend the report. 3. Mark S; Mised the board regarding the report, also texting the family. A Board Director felt that MS has got personally involved with the Family. <p>Malaysia:</p> <p>4 There will be 14 males and 15 females in the squad a total of 29. The staff that will be taking the squad are:</p> <p>VIP: The President CL. HOD: Ticky D. Kata Coach: Jon Mottram. Kumite Coach: Willie T. Ass Kumite Coach: Paul N. Physio: Mo Female Chaperones: Debbie Sell & Jane De Bono Male Chaperone: JDB Mo to have a twin room for sole use, to attend to any squad members.</p>	<p>CL to notify the Family.</p> <p>MS to rewrite the report.</p>
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	<p>CL, TD, JM & DS to have their own single rooms.</p> <p>Sponsorship:</p> <p>5 JDB brought to the table three offers of sponsorship, and is waiting for a fourth from BudoNord. Cimac offered only full kit for the senior squad. AVA has offered Arawaza Gi's pads etc, but no tracksuits. Blitz have sent samples for the board to examine, their products are now WKF approved. They have offered to supply all the squad with a gi, t-shirt, tracksuit, training shoes, hand & leg mitts, holdall and drinks bottle. The board felt that the holdall should be red (if possible) and the track suit to be blue. TD asked for two polo shirts for the team to travel, one red and one blue or white. JDB to see if they will agree to these additional requests.</p> <p>MD asked JDB to find out what Blitz want in return for sponsoring the squad. If Blitz agree to all the above, they will be given a free stand at the EKF as official sponsor normally £500 per day. JDB explained that there was no guarantee that all the kit could be supplied for Malaysia, due to the short time frame involved.</p> <p>The board gave a vote of thanks to JDB for all the hard work in sorting out the sponsorship in a very short time. DS to notify the squad about injections needed for Malaysia. JM to discuss with DS for the squad to make two payments for the trip.</p> <p>6 It was agreed to make it easier for Kevin that he goes via the President or Debbie for uploading material on the web. There are reports being put on the web with spelling mistakes that have not been checked before going live.</p> <p>7 Ponds Forge venue dates. 21-22 April 2012 to be the EKF Nationals at Sheffield provisionally booked. JM to liaise with PC on moving the</p>	<p>JM to discuss with DS for the squad to make two payments for the trip.</p> <p>JM to liaise with PC</p>
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<p>8</p> <p>9</p> <p>10</p> <p>11</p> <p>12</p> <p>13</p>	<p>competition on the 22-24 June 2012 on hold at Ponds Forge, to a week later, with a possible venue in the South, to be the venue for International Open.</p> <p>Licence Books: This was deferred until the next meeting. MD to look for an EKF or WKF example. For all competition athletes and referees.</p> <p>Late payment fees: It was proposed by JM and seconded by TD that all competitions and squad selections the athletes will have to pay an extra £10 for late entries.</p> <p>Correct Procedures: All responses must go through the proper channels. CL to write to all the Board Director's to explain protocol.</p> <p>Policies: JDB asked why have the old policies, been removed from the web, e.g. whistle-blowing, code of conduct. To circulate old versions to CL & AG for approval so they can go back on the web.</p> <p>CL: Has written to Paul Conway, will check when he sent it to him. If not received will resend or get in contact. EKF to look into possibly paying £100 compensation as a gesture of goodwill. JM also explained that a lady had written him a touching letter, explaining blow by blow on her journey to get her daughter to the cancelled squad selection and asked the board to look into her case as well.</p> <p>Mo S: Asked for space on the web for health and fitness. To be incorporated under the coaching banner. Mo asked for a line manager, TD was happy to manage Mo. Proposed by JM, seconded by AG.</p>	<p>CL to write to Board on protocol.</p> <p>JDB to circulate to CL & AG for approval</p>
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	<p>Data Protection.</p> <p>14 AG explained the eight principles for DPA. CL explained that it was not acceptable for coaches to converse with squad members via Facebook. As these could be vulnerable young adults, and it can be misconstrued that staff were grooming young adults. Adults should not be sending messages to a child. All messages should go through admin to forward on, which is the correct procedure and so much safer. JM raised a point that when any member is contacted for squad training, that the HOA's are also cc'd. When DS sends out any messages to squad members that she also lets HOA know. AG to notify WT and TD to notify Jon Mottram when they email squad members and that they should also cc HOA's, as this is good practice.</p> <p>15 Emails: AG explained that WT complained to him, that DS did not send emails inviting all athletes to the selections on July 17. Two athletes' parents contacted WT saying that they were not informed. AG to let MD have names. MD will speak to DS.</p> <p>16 Risk Assessment template. MS has still not sent this to the Board after being reminded several times. JDB brought in examples from NI and Scotland. AG sent out templates a long time ago, will resend templates to the board by email. British Consul in each country is always notified by admin prior to each visit abroad.</p> <p>17 BKF constitution: JM asked which draft was the one to be working to, as there are two at the moment 5 & 10 pages long. There were also issues with the accounts, JM to identify and let CL know, so he can notify Terry C.</p>	<p>DS to cc all HOA's when students are notified or selected.</p> <p>AG to let MD have names. MD to speak to DS.</p> <p>AG to circulate template</p> <p>JM to let CL know</p>
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18	<p>BKF enquiry: MD & MB pushed for England to hold the Championships for the BKF. It was never discussed 80% - 20% split to the BKF. CL found out about the split after it had been agreed. Board said it would not go with an 80% - 20% split in favour of the BKF. CL to thank the BKF for their report and would take their comments on board regarding JM, and questions of their objectivity, although it was quite unpleasant under the circumstances. JM is willing to withdraw the item today and answer the issues to the BKF himself.</p>	
19	<p>Wayne Otto. WO did not have a contract but a consultant's agreement. Although it does state in 2.1.1 with "a 3 month's notice period". The contract expired at the end of May. JM wrote an email to WO stating last payment was at the end of May. AG told WO in December that his contract expired and that it will be extended until Feb 2011 then re-extended until the Senior Europeans in May.</p>	
20	<p>AOB: CL to send a message to SC to put a single one liner on the web explaining that the EKK are suspended.</p>	Action SC
	<p>TD: asked if we can make a donation for £50 to Suzuki Sensei charity, who recently passed away. CL to connect CT.</p>	Action CL
	<p>AG: Squad training August and September the hall charge will be free. Pre training will be at Colchester for Kumite & Kata.</p> <p>JKA licence returns, EKF have still not received any returns. CT to speak to</p>	



	<p>Ohta Sensei</p> <p>Coaches' licences for Malaysia, the three coaches will need to take part in the accreditation for coaches' licences in Malaysia.</p> <p>JM to speak to SKGB how the Scottish board run their Finance Committee.</p> <p>Meeting closed at 17.00 date of next meeting to be confirmed by CL at Forest Gate.</p>	<p>CT to speak to Ohta Sensei.</p>
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